



National Finance Center Customer Notification

Date of Notification: May 4, 2012

Subject: PHIS and TSP (Federal and Non-Federal)

Database/Customer(s) Affected: All

Dear Customer:

This notification is to advise client agencies of upcoming changes in conjunction with the implementation of the ROTH TSP in Pay Period 10, 2012. Data entry/processing will not be available until the first pass of Pay Period 10 on Monday, May 14, 2012.

The PHIS database currently has two deduction factor data elements defined, TS-DEDUCT-FACT-DEF-FED and TS-DED-FACT-DEF-NON-FED. Currently, Federal TSP data will be used to update the TS-DEDUCT-FACT-DEF-FED element and non-Federal deferred TSP plan (e.g. Plan Code 13) will be used to update the TS-DED-FACT-DEF-NON-FED element.

Issues were found with non-Federal plans (like Plan Code 07, 92) with non-deferred deductions. As indicated by the PHIS data element name, these elements contain "deferred deduction factors," neither the TS-DEDUCT-FACT-DEF-FED or TS-DED-FACT-DEF-NON-FED is updated with a non-deferred deduction factor. Since ROTH is "non-deferred," neither data element would be updated.

Due to ROTH TSP modifications required for the population of PHIS database data elements, the TS-DEDUCT-FACT-DEF-FED element will now contain the deferred factors (Federal TSP, Plan Code 13, etc.) and the TS-DED-FACT-DEF-NON-FED will now contain non-deferred factors (Roth, Plan Code 07, etc.) The IRIS screens, both IRIS 118 and IRIS 518, are already labeled "NON DEFERRED DED FACTOR" AND "DEFERRED DEDUCTION FACTOR," no IRIS modifications are needed.

The National Finance Center (NFC) will systematically make the following adjustments within PHIS: 1) move non-Federal deferred deduction factors to TS-DEDUCT-FACT-DEF-FED and zeros to the TS-DED-FACT-DEF-NON-FED; and 2) populate the deferred deduction factors (i.e. Plan Code 07, 92 and others) in the TS-DED-FACT-DEF-NON-FED element.

"Tip of the Week"

Before an Annual Leave Lump Sum Payment can be disbursed, the separation T&A must be coded final and the appropriate personnel action processed. Should you have questions, please contact the Payroll/Personnel Help Desk at 1-800-981-3026 (Option 3 then Option 2).

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact NFC's Client Management Branch at Client.Management@nfc.usda.gov.

JFF/ P4

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